

2020 Community Grants Program Guidelines | Full Proposal

Information submitted in the full proposal should build on and add to, not duplicate, the context shared in the pre-proposal.

How to Complete and Submit the Full Proposal Online

- Log in to the [online applications portal](#).
- Hover over “Organization Applicant” and select “My Saved Applications.”
- Open the Community Grants proposal where the status is “CREATED” and the stage is “MAIN.”
- Click on the “Full Proposal Questions” tab at the top of the application.
- Complete the Full Proposal Questions page and upload the “Required Attachments” to submit your application.

Full Proposal Questions and Required Attachments (Character counts are maximum limits and include spaces)

Questions based on Pre-Proposal Program:

1. **Implementation:** Describe your proposed implementation plan, including primary program activities, timeline, and how you would benchmark progress toward implementation. (2,000 characters)
2. **Outreach & Engagement:** Describe your proposed key outreach activities and strategies to identify and engage the target population(s) of your proposed program or project. (1,250 characters)
3. **Adaptations:** What adaptations would you need to make given the impact COVID-19 has had on how community services can and cannot be conducted? (1,250 characters)
4. **Activities Measures:** State in bullet points up to 3 main activities you would conduct and indicate for each your best projections for frequency (i.e., weekly or monthly) and reach (i.e., the number people). (600 characters)
5. **Outcomes Measures:** State in bullet points up to 3 main outcomes you would measure to show impact and indicate for each: your targeted goal (i.e., what % of participants will achieve what desired result); and how you would measure results. (600 characters)

Organization Level Continuity of Programming, Services and Operations Questions:

6. In light of COVID-19, what are your organization’s current top priorities in terms of continuity of programs/services and general operations for which financial resources are critical? (1,250 characters)
7. What **anticipated revenue sources** have you lost or expect to lose tied to the impact of COVID-19? List any **specific known amounts** and your best estimate of lost revenue as a % of budgeted revenue. (200 characters)
8. Summarize critical actions you have had to take, if any, related to programs, services and operations as a result of the impact of COVID-19? (500 characters)
9. If your organization has an operating reserve, provide the amount. If you have no reserve put \$0.00

Required Attachments: (Each must be a single document in PDF format):

- Completed Proposal Budget Form – [Download](#) from our website
- Organization’s current annual operating budget
- Current Board of Directors list

Additional Information

Timeline

- **The deadline for full proposals is Friday, April 10, 2020, by 5 p.m.**
- Estimated notification of grant awards: Friday, May 29, 2020
- Grant period: June 1, 2020, to May 31, 2021

Office Hours

Office hours by phone with Foundation staff are available to discuss how best to approach the full proposal in terms of the questions related to the program/project you initially proposed, and the questions we've added in light of COVID-19. The focus will be on the full proposals rather than feedback on pre-proposals. [Click here to schedule via Calendly.](#)

For Questions, Please Contact:

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